

Guidelines for Authors – *The Victorian Naturalist*

Submission of all Manuscripts

Authors may submit material in the form of research reports, contributions, naturalist notes, letters to the editor and book reviews. A **Research Report** is a succinct and original scientific paper written in the traditional format including abstract, introduction, methods, results and discussion. A **Contribution** may consist of reports, comments, observations, survey results, bibliographies or other material relating to natural history. The scope of a contribution is broad and little defined to encourage material on a wide range of topics and in a range of styles. This allows inclusion of material that makes a contribution to our knowledge of natural history but for which the traditional format of scientific papers is not appropriate. Research reports and contributions must be accompanied by an abstract of not more than 200 words. The **abstract** should state the scope of the work, give the principal findings and be complete enough for use by abstracting services. Research reports and contributions will be refereed by external referees. **Naturalist Notes** are generally short, personal accounts of observations made in the field by anyone with an interest in natural history. These may also include reports on excursions and talks, where appropriate, or comment on matters relating to natural history. **Letters to the Editor** must be no longer than 500 words. **Book Reviews** are usually commissioned, but the editors also welcome enquiries from potential reviewers.

Submission of a manuscript will be taken to mean that the material has not been published, nor is being considered for publication elsewhere, and that all authors agree to its submission.

Three copies of the manuscript should be provided, each including all tables and copies of figures. Original artwork and photos can be withheld by the author until acceptance of the manuscript. Manuscripts should be typed, double spaced with wide margins and pages numbered. Please indicate the telephone number (and email address if available) of the author who is to receive correspondence.

An electronic version and one hard copy of the manuscript are required upon resubmission after referees' comments have been incorporated. Documents should be in Microsoft Word or RTF format.

Taxonomic Names

Cite references used for taxonomic names. References used by *The Victorian Naturalist* are listed at the end of these guidelines.

Abbreviations

The following abbreviations should be used in the manuscript (with italics where indicated): *et*

al.; pers. obs.; unpubl. data; and pers. comm. which are cited in the text as (RG Brown 1994 pers. comm. 3 May). Use 'subsp.' for subspecies.

Units

The International System of Units (SI units) should be used for exact measurement of physical quantities.

Figures and Tables

All illustrations (including photographs) are considered as figures and will be designed to fit within a page (115 mm) or a column (55 mm) width. **It is important that the legend is clearly visible at these sizes.** For preference, photographs should be of high quality/high contrast which will reproduce clearly in black-and-white or colour. They may be colour slides or colour or black-and-white prints. Line drawings, maps and graphs may be computer generated or in black Indian Ink on stout white or tracing paper. The figure number and the paper's title should be written on the back of each figure in pencil. Computer-generated figures should be submitted as high-quality TIFF, encapsulated postscript (EPS) or high quality JPG files of at least 300 dpi, separately on disc and not embedded into a MS Word document. Low-resolution JPG files will not be accepted. (Failure to comply in these regards may lead to rejection of the paper.)

Tables must fit into 55 mm or 115 mm. If using a table editor, such as that in MS Word, do not use carriage returns within cells. Use tabs and not spaces when setting up columns without a table editor.

All figures and tables should be referred to in the text and numbered consecutively. Their captions must be numbered consecutively (Fig. 1, Fig. 2, etc.) and put on a separate page at the end of the manuscript. Tables should be numbered consecutively (Table 1, Table 2, etc.) and have an explanatory caption at the top.

Please consult the editors if additional details are required regarding document formats and image specifications. Authors who are not computer literate should contact the editors to make special arrangements.

Sequence Data

All nucleotide sequence data and alignments should be submitted to an appropriate public database, such as Genbank or EMBL. The accession numbers for all sequences must be cited in the article.

Journal Style

Authors are advised to note the layout of headings, tables and illustrations as given in recent issues of the Journal. **Single spaces** are used after full stops, and **single quotation marks** are used throughout.

In all papers, at the first reference to a species, please use both the common name and binomial. However, where many species are mentioned, a list (an appendix at the end), with both common and binomial names, may be preferred. Lists must be in taxonomic order using the order in which they appear in the references recommended below.

The journal uses capitalised common names for species, followed by the binomial in italics without brackets, e.g. Kangaroo Grass *Themeda triandra*.

References

References in the text should cite author and year, e.g. Brown (1990), (Brown 1990), (Brown 1990, 1991), (Brown 1995 unpubl.), (Brown and Green 1990), (Brown and Green 1990; Blue 1990; Red 1990). If there are more than two authors for a paper use (Brown *et al.* 1990). These should be included under **References**, in alphabetical order, at the end of the text (see below). The use of unpublished data is accepted only if the data is available on request for viewing. Pers. obs. and pers. comm. should not be included in the list of references. **Journal titles should be quoted in full.**

- Leigh J, Boden R and Briggs J (1984) *Extinct and Endangered Plants of Australia*. (Macmillan: South Melbourne)
- Lunny D (1995) Bush Rat. In *The Mammals of Australia*, pp 651-653. Ed R Strahan. (Australian Museum/Reed New Holland: Sydney)
- Phillips A and Watson R (1991) *Xanthorrhoea*: consequences of 'horticultural fashion'. *The Victorian Naturalist* **108**, 130-133.

Smith AB (1995) Flowering plants in north-eastern Victoria. (Unpublished PhD thesis, University of Melbourne)

Wolf L and Chippendale GM (1981) The natural distribution of *Eucalyptus* in Australia. Australian National Parks and Wildlife Service, Special Publications No 6, Canberra.

Other methods of referencing may be acceptable in manuscripts other than research reports, and the editors should be consulted. The bibliographic software 'EndNote' should not be used. A style guide for *The Victorian Naturalist* is available on our website. For further information on style, write to the editors, or consult the latest issue of *The Victorian Naturalist* or *Style Manual for Authors, Editors and Printers* (Australian Government Publishing Service: Canberra).

Manuscript Corrections

Authors can verify the final copy of their manuscript before it goes to the printer. A copy of their article as 'ready for the printer' will be sent and only minor changes may be made at this stage.

Complimentary Copies

After publication of an article in the journal, five complimentary copies of that issue are sent to the author(s) for each paper. Authors of Naturalist Notes and Book Reviews will receive two complimentary copies of the journal.

Additional copies of *The Victorian Naturalist*: 25 copies, \$50.00 (+ postage); 50 copies, \$90.00 (+ postage), including GST.

Checking species names is the responsibility of authors. The books we would like used as references for articles in *The Victorian Naturalist* are listed below. **Authors should refer to the source used for species names in their manuscripts.** In every case, the latest edition of the book should be used.

Mammals: Menkhorst PW (ed) (1995) *Mammals of Victoria: Distribution, Ecology and Conservation*. (Oxford University Press: South Melbourne)

Reptiles and Amphibians: Cogger H (2000) *Reptiles and Amphibians of Australia*, 6 cd. (Reed Books: Chatswood, NSW)

Insects: CSIRO (1991) *The Insects of Australia: a textbook for students and research workers*. Vol I and II. (Melbourne University Press: Melbourne)

Birds: Christidis L and Boles W (1994) *The Taxonomy and Species of Birds of Australia and its Territories*. Royal Australian Ornithologists Union Monograph 2. (RAOU: Melbourne)

Plants: Ross JH (ed) (2000) *A Census of the Vascular Plants of Victoria*, 6 ed. (Royal Botanic Gardens of Victoria: Melbourne)

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